

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



November 17, 2003

ALL-COUNTY LETTER NO. 03-54

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
☐ Federal Law or Regulation
Change
☐ Court Order
☐ Clarification Requested by
One or More Counties
☐ Initiated by CDSS

**SUBJECT: STATE FISCAL YEAR 2003/2004 PROCESS FOR COUNTY
CERTIFICATION TO FULL UTILIZATION OF THE CHILD WELFARE
SERVICES CASE MANAGEMENT SYSTEM AND THE AVAILABILITY
OF AN ASSOCIATED FUNDING AUGMENTATION**

**REFERENCE: CFL 03/04-26 DATED AUGUST 21, 2003, ACL 02-84 DATED
NOVEMBER 8, 2002, CFL 2/03 27 DATED SEPTEMBER 24, 2002 AND
ACL 00-52 DATED AUGUST 7, 2000**

This letter updates last year's instructions to counties for certifying to full utilization of the Child Welfare Services Case Management System (CWS/CMS) in order to secure the funding augmentation available for Child Welfare Services (CWS) Programs. These instructions remain the same as last year and act in conjunction with information contained in County Fiscal Letter (CFL) No. 03/04-26 and dated August 21, 2003. An additional CFL containing final allocation information is scheduled for December 2003 providing the final CWS augmentation allocation for State Fiscal Year (SFY) 2003/04. Information regarding the previous year's augmentation can be found in All County Letter (ACL) No. 02-84 dated November 8, 2002 and in the CFL No. 02/03-27 dated September 24, 2002 and their respective attachments.

Pursuant to the Budget Act of 2003, an augmentation of \$91,440,000 (\$57, 150,000 in State General Funds (SGF) for SFY 2003/04} will be available to counties for Emergency Response, Family Maintenance, Family Reunification and Permanent Placement services provided under county CWS Programs. This augmentation is for the 2003/04 fiscal year only. In order for counties to access these funds, two criteris must be met:

1. Counties must fully expend all budgeted CWS Basic SGF allocations prior to drawing down this augmentation and;
2. Counties must provide certification to the California Department of Social Services (CDSS) that they are fully utilizing CWS/CMS as described in the following section.

Definition of Full Utilization

Pursuant to the Budget Act of 2000 and carried forward in the consecutive Budget Acts, the CDSS worked collaboratively with stakeholders in reaching an agreement on the definition of full utilization. These stakeholders included members from the County Welfare Directors Association and labor groups representing social workers. The following is the result of that collaboration:

All functional areas within the client services and adoptions components will be utilized, with all mandatory fields completed. The accompanying Attachment (A) details the mandatory data elements to be completed.

In the past year, several events have occurred which highlight the need for complete, accurate and timely data and information documentation in CWS/CMS. Both the federally required Program Improvement Plan (PIP) and Assembly Bill 636 require extensive and frequent reporting of multiple critical program outcomes. CWS/CMS is the primary source of that data. Both county performance reporting and the potential for federal funding penalties will be based on that data. Many of the data elements which are being used for PIP and AB 636 report purposes are not currently mandated under the Full Utilization policy. However, to a large extent, individual county performance will reflect the extent to which counties utilize the system to document complete, accurate, and timely program and client information. The Department will continue to work with the counties to insure that the additional CWS/CMS data elements associated with performance outcomes are fully reflected in the system. An All County Letter will be issued in the near future, which delineates the additional data elements that counties must ensure are completed in a timely manner in order to produce an accurate reporting of required program outcomes for AB 636 and PIP.

Certification Process

To certify compliance with this definition of full utilization, County Welfare Directors (CWD) shall use one of the following options:

- A. The county certifies that it currently completes all mandatory yellow and green data fields applicable to the casework being done;
- B. The county cannot certify to full utilization as outlined above in Option (A), and submits an action plan indicating the current status of utilization, steps, milestones and timelines by which full utilization will be achieved or;
- C. The county cannot certify to full utilization as outlined above in Option (A), and submits an action plan indicating the current status of utilization, along with the

steps, milestones and timelines for those components/indicators by which full utilization will be achieved. Additionally, the county requests an exemption(s) from some aspect(s) of full utilization. All exemption requests must be accompanied by a valid business case reflecting local circumstances.

Certification will be done via a letter from each CWD to the CDSS Director. The letter must include one of the options listed above. Any required action plan, exemption request or business case must be included in the letter.

All letters should be sent to the following address:

County Certifications of CWS/CMS
California Department of Social Services
CMS Support Branch
744 P Street, MS 10-75
Sacramento, California 95814

If a county is unable to certify compliance, counties shall develop and submit an action plan for reaching their goal of full utilization. County action plans shall use a target date of no later than June 30, 2004, or shall provide an alternate target date accompanied by appropriate justification. The CDSS shall seek to provide a confirmation of county certifications of full utilization, as referenced in Option (A) above, within two weeks. Validation and acceptance of county certifications referencing Option (B) or (C) shall be responded to as quickly as possible.

If any county fails to certify to the criteria required to access the augmentation funds under full utilization, the State will redistribute those funds to the counties with approved certifications. In order for the State to have the opportunity to redistribute the funds of those counties that fail to meet certification guidelines, counties must submit their letters no later than November 26, 2003. Distribution of the final augmentation calculation will occur in December 2003. If any county fails to receive an approval letter from CDSS in response to a submitted Letter of Certification, please contact the CMS Support Branch at the number listed below prior to December 1, 2003.

Selected CWS/CMS data identified as indicators of full utilization (see ACL No. 00-52) will continue to be reported monthly by the CWS/CMS Project and delivered to the County Welfare Directors in the form of a self-monitoring report. Counties continue to be accountable for ensuring compliance with all aspects of full utilization.

Fiscal Impact/Claiming

Counties must match their total CWS Basic SGF allocation prior to drawing down any portion of this augmentation. Distribution of these funds will be in accordance with the instructions

outlined in CFL No. 03/04-26. The budget language does not contain a provision for rolling unexpended funds into the next fiscal year.

For questions or further clarification related to this allocation, please contact the County Financial Analysis Bureau, at (916) 651-6672 or Lila Anguiano at (916) 653-2422. For questions related to the claiming process, please contact your county analyst in the Fiscal Policy and Estimates Branch at (916) 657-3440. And, for questions or further clarification related to the certification process, please contact Richard Costa in the CMS Support Branch, at (916) 654-1086.

Sincerely,

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Enclosure

c: CWDA

Attachment A

Full Utilization Indicators

| Functional Area | Indicators | Explanation |
|----------------------|---|--|
| Referral Management | <ul style="list-style-type: none"> Referrals opened Referrals disposed | This will capture all the work in the “Referral Management” section of the application. Referrals cannot be saved to the database without completing all the mandatory fields, including allegations, clients and contacts. |
| Client Management | <ul style="list-style-type: none"> Child client created Adult client created (at least one) | The completion of the demographic fields in the “Client” notebooks covers the mandatory and most important aspects of the Client Management section. |
| Court Management | <ul style="list-style-type: none"> Complete the Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page. Complete the Hearing Notebook for the next hearing. | This will provide the minimal Court information required on all court cases and take into consideration that some counties will not be able to use the Court Report or Petition sections of the application. |
| Service Management | <ul style="list-style-type: none"> Staff Person/Child contact exist in the Contact Notebook Staff Person/Parent Contact exists in the Contact Notebook Staff Person/Substitute Care Provider contact exist in the Contact Notebook | The Service Management section captures all the services in the form of contacts, services and visits. |
| Placement Management | <ul style="list-style-type: none"> Current placement for all children in FR/PP or Adoption. Mandatory AFCARS fields are entered. | These indicators will confirm that the placement is documented and that the placement home (FFH) information is supplemented to make the Placement Match process possible. |
| Case management | <ul style="list-style-type: none"> All Referrals/Cases over 30 days have an in Effect Case Plan. | The Case Plan is the main aspect of the Case Management section. The data for the Case Plan needs to be entered even if the user does not use the Case Plan Document. The In Effect Case Plan requires completion of the Case Plan Notebook, creation of the case plan document and supervisor’s approval. |

| Functional Area | Indicators | Explanation |
|-----------------|---|---|
| Adoptions | <ul style="list-style-type: none"> • Adoptive placement made/Adoptions finalized. • Mandatory AFCARS fields are entered | These indicators will validate that the Adoption functionality is utilized and all AFCARS fields are completed. |

Functional Area Usage Indicators

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|---------------------|------------------|--|------------|--|---|
| Referral Management | Referrals opened | Referrals opened and saved to the database | ID | <ul style="list-style-type: none"> • Date • Time • Report Method | |
| | | | Reporter | | <ul style="list-style-type: none"> • Unknown OR • First Name • Last Name • Street • City |
| | | | Assignment | <ul style="list-style-type: none"> • Start Date • County • CWS Office • Unit • Caseload | |
| Referral Management | Referrals opened | Referrals opened continued | Client | <ul style="list-style-type: none"> • First Name • Last Name • Name type • Gender | <ul style="list-style-type: none"> • DOB • Lang. • Ethn. • Common Address |
| | | | Allegation | <ul style="list-style-type: none"> • Start Date • Victim • Abuse Type | |

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|---------------------|----------------------|---|----------------------|--|--|
| Referral Management | Referrals disposed | Referrals disposed have the same fields as Referrals opened with these additional fields. | Determined Response. | Complete Response Dialog boxes (10) | Generate E/R Document (3) |
| | | | Contact | <ul style="list-style-type: none"> • Staff Person • Start Date • Contact Purpose • Method • Location • Status • Participant | |
| | | | Conclusion | <ul style="list-style-type: none"> • Allegation conclusion | |
| | | | Client Dispo | <ul style="list-style-type: none"> • Closure reason date • Closure Reason | |
| | | | Approval | <ul style="list-style-type: none"> • Pending • Submitted • Approved | |
| | | | | | <ul style="list-style-type: none"> • Generate x-report • Generate 1166/1169 |
| Client Management | Child client created | The Child client (focus child) has to be <19 and a victim. | ID | <ul style="list-style-type: none"> • First Name • Last Name • Name Type • Gender | <ul style="list-style-type: none"> • DOB • Language • Ethnicity • Common Address |

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|--------------------|-------------------------------------|---|---------|--|--|
| | Adult client created (at least one) | | ID | <ul style="list-style-type: none"> First Name Last Name Name Type Gender | |
| Court Management | Hearing Notebook (current) | Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page. | ID | <ul style="list-style-type: none"> Hearing Date Court Info. | |
| | | | Minors | <ul style="list-style-type: none"> Select Minor Hearing type | |
| | | | Results | | <ul style="list-style-type: none"> Findings Orders |
| | Hearing Notebook (Future) | Create Next Hearing by selection "ACTION" | ID | <ul style="list-style-type: none"> Hearing Date Court Info | |
| | | | Minors | <ul style="list-style-type: none"> Select Minor Hearing type | |
| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
| Service Management | Staff Person/Child | Contacts | Contact | <ul style="list-style-type: none"> Staff Person Start Date Contact Purpose Method Location Status Participants On Behalf Contact Party Type | |
| | Staff Person/Parent | | | <ul style="list-style-type: none"> same as above | |
| | Staff Person/SCP | | | <ul style="list-style-type: none"> same as above | |

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|----------------------|--|--------------------|-----------------------|--|---|
| | Child/Parent | Visit | Associated Visit | <ul style="list-style-type: none"> Start Date Participant Visit Party type Completed | <ul style="list-style-type: none"> must have contact page |
| Placement Management | Current Placement for all children in FR/PP and adoption | Placement Notebook | ID | <ul style="list-style-type: none"> Start date Legal Authority Care provider Relationship to child Child Removal date Time Primary reason Primary Caretaker relationship | Need to have placement facilities in Cache (Search for facilities) |
| Case Management | In Effect Case Plan | | Case Plan Participant | <ul style="list-style-type: none"> Start date End Date Case Plan Goal | <ul style="list-style-type: none"> need client demographic information (language, ethnicity, education and Health Info.) |
| | | | | <ul style="list-style-type: none"> Supervisor Approval | <ul style="list-style-type: none"> Should have strengths and service objectives |

SUMMARY

| FUNCTIONAL AREA | INDICATORS | MANDATORY FIELDS | REQUIRED FIELDS |
|----------------------|-----------------------------|------------------|-----------------|
| Referral Management | Referrals Open | 15 fields | 8 fields |
| | Referrals Disposed | 30 fields | 12 fields |
| | | | |
| Client Management | Child Client | 4 fields | 4 fields |
| | Adult Client | 4 fields | |
| | | | |
| Court Management | Hearing Notebook-current | 4 fields | 2 fields |
| | Hearing Notebook-future | 4 fields | |
| | | | |
| Service Management | Staff person/Child-contact | 9 fields | |
| | Staff person/Parent contact | 9 fields | |
| | Staff person/SCP contact | 9 fields | |
| | Child/Parent-visit | 4 fields | |
| | | | |
| Placement Management | Placement-current | 7 fields | |
| | AFCARS | | |
| | | | |
| Case Management | In Effect Case Plan | 4 fields | 6 fields |
| | | | |
| Adoptions | AFCARS | | |